

**CHILD CARE CENTER
PROVISIONAL LICENSING PROCESS
“OVERVIEW”**

STEP 1: To start the licensing process, the following items need to be completed. Refer to “Instructions for Applying for a Provisional Child Care Center License” for specific instructions for each document:

1. Child Care License Application
2. Full Disclosure of Ownership Statement
3. Licensee’s Felony Misdemeanor Statement
4. Consent and Authorization for Release of Information
5. Agreement for prior to hire Registry Checks
6. Lawful Presence in the United States Attestation
7. License Fee
8. Contact numbers

SEND THE ABOVE ITEMS TO:

Douglas or Sarpy County
DHHS, Division of Public Health
Children’s Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

OR

All Other Nebraska Counties
DHHS, Division of Public Health
Children’s Services Licensing
PO Box 94986
Lincoln, NE 68509

The Director’s Packet listed in Step 2 will be sent once Step 1 has been received, approved, and processed.

STEP 2: The items listed below must be submitted together to continue the licensing process
OR any items listed below can be submitted with the items in Step #1.

9. Sketch, diagram or print of the facility including room dimensions
10. Sketch, diagram or print of the outdoor fenced play area including dimensions
11. Sample Daily Schedule for each age group in care
12. Sample weekly menu

The following documents are required for the named Director.

13. Two (2) Non-Relative References
14. Health Information Report
15. Felony/Misdemeanor Statement
16. Consent and Authorization for Release of Information
17. Director’s Qualifications
18. Director’s Self-Assessment Forms or copy of the Director’s DHHS-director certificate

Send ALL remaining items listed under STEP 2 TOGETHER, to the address listed above. Make sure all items are completely filled out. If forms are not accurate and complete, the packet will be returned.

Thank you for your interest in starting a Child Care Center. Enclosed you will find forms and instructions to guide you through the licensing process. Take the time to review the instructions, forms, and Child Care Center Standards.

Keep in mind that this process will take time, and does involve other State and Local Agencies. **Do not** set an opening date for your facility, until the process is completed, and your license has been issued. **The process typically takes 60-90 days to complete and your application will be processed in date order received.**

STEP 1:

1. **License application for Child Care Center:** Application must be current, accurate, and complete. List all staff including volunteers and substitutes. Application must be signed by Licensee OR Authorized Agent.
2. **Full Disclosure of Ownership Statement (FDOS):** Instructions are on the form. Complete and submit one of the following forms; a) Non Profit or b) For Profit.
3. **Licensee's Felony/Misdemeanor Statement:** Instructions are on the form.
 - Licensee shall complete the form on themselves and submit with other items listed.
 - Staff, volunteers and substitutes identified and listed on the application, must also complete these forms prior to working at the facility, and should be maintained on the licensed premises as part of the staff file.
 - **Ensure the forms are complete; accurate; signed; and, dated.**
4. **Consent and Authorization for Release of Information forms:** Department staff who review the provisional application packet, will conduct Child Abuse/Neglect and APS Central Registry checks on the names of the individuals listed on this application.
 - Every person listed on the application, including the licensee or authorized agent, must complete a Consent and Authorization form or have previously completed this form.
 - **NOTE:** Any person between the ages of 13 to 19 must complete the form and also have this form signed by their parent or guardian.
 - Original copies must be included with your application in order for Children's Services Licensing to conduct the required background checks.
 - You will be notified if any of these persons fail to clear the background check process.
5. **Agreement for Prior to Hire Registry Checks:** Refer to the Agreement packet enclosed, with the cover letter from Pat Urzedowski.
 - Carefully review the document titled "Instructions for Completing the Attached Agreement".
 - Complete and submit the CR Agreement. Note: front/back of page (1) one.
6. **Lawful Presence in the United States Attestation:**
 - If you are an Individual Owner or in a Partnership (two or more owners) this form must be completed by each owner. Read the instructions on the form, and submit with your application. Applications will not be processed if you are an Individual or Partner and the form is not completed and signed.
7. **License Fee:** You must submit a check or money order (**NO CASH**) payable to Nebraska Department of Health and Human Services.
 - \$25.00 for Capacity of 13-29 children.
 - \$50.00 for Capacity of 30 or more children.
 - **(NO REFUNDS) Write your check number on your License Application.** Your cancelled check is your receipt.

8. **Contact Numbers:** Send contact phone numbers for the Licensee and Director. Send these contacts on a separate sheet of paper.

When the above eight items are complete, send them to the following address

<u>Douglas or Sarpy County</u>	OR	<u>All Other Nebraska Counties</u>
Department of Health and Human Services		Department of Health and Human Services
Division of Public Health		Division of Public Health
Children's Services Licensing		Children's Services Licensing
1801 N. 73rd Street		PO Box 94986
Omaha, NE 68114		Lincoln, NE 68509

If any of the forms are incomplete the packet will be returned to you.

Once the above items are received and approved, Child Care Licensing Staff will send a referral to the State of Nebraska, Fire Marshal's Office, or Local Fire Authority and Health Department. The Director's packet listed in Step 2 will be mailed to you at this time.

CITY OF LINCOLN APPLICANTS ONLY: If your Child Care Center will be in the City of Lincoln, you will need to contact the City Building and Safety Office at (402) 441-6435. If you have questions regarding Playgrounds, Health and Safety-Sanitation, such as Food Service/Kitchen, contact the Lincoln/Lancaster County Health Department at (402) 441-8026.

CITY OF OMAHA APPLICANTS ONLY: If your Child Care Center will be in the City of Omaha, you will need to contact the City Planning Help Desk at (402) 444-3426. If you have questions regarding Playgrounds, Health and Safety-Sanitation, such as Food/Service/Kitchen, contact the Douglas County Health Department at (402) 444-6886.

LOCAL DELEGATED FIRE AUTHORITIES: Several Nebraska communities have local delegated fire authorities who will conduct the fire inspections. These communities may have additional local ordinances, fire safety, parking, and zoning requirements. If you reside in the following communities, you can contact the delegated authority directly with questions specific to you community.

City of Grand Island - Fire Inspector: Curt Rohling, 308-385-5444 Extension 220
City of Norfolk- Fire Inspector: Trent Howard, 402-844-2060
City of North Platte - Fire Inspector: George Lewis, 308-535-6768.
City of Scottsbluff - Fire Inspector: Ezekiel; Bowen, 308-630-6227
City of Bellevue – Fire Marshal: Mike Stucker, 402-293-3079

STEP 2: The items listed below must be submitted together to continue the licensing process OR any items listed below can be submitted with the items in Step #1.

9. **Sketch, Diagram, or Print of the Facility:**
- Show the arrangement of rooms to be used by the children, including dimensions. The sketch, diagram, or print needs to be clear and legible.
10. **Sketch, Diagram, or Print of the outdoor play area:**
- Include dimensions. The sketch, diagram, or print needs to be clear and legible.
11. **Sample Daily Schedule:**
- You will need to submit one schedule for **each age group**. (Infants, toddlers, preschool, and school-age) These schedules should list time of day and activity offered at that time from opening to closing.

12. **Sample Weekly Menu:**

- You will need to submit one week's sample menu. This would include breakfast/and or A.M. snack, Lunch, P.M. Snack, and Dinner if providing care beyond 7:00 P.M.
- All meals must meet USDA guidelines. Contact the Department of Education-Food Program for more information.

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR THE NAMED DIRECTOR:

NOTE: The person listed on the application as "Director" must be at the licensed site during the majority of the licensed hours. Your organization may use different titles such as site supervisor or lead staff which, are sometimes confused with titles used in licensing regulations. For licensing purposes, the person in charge at each location must meet the director qualifications and be identified as the Director on the application.

13. **Director References:** Send a written record of 2 non-relative references. **Send** copies, **not** originals.

- Written, signed and dated letters from the non-relative references acceptable.

14. **Health Information Report:** **Shall be completed on a yearly basis.**

- **Section A)** The Director completes this section.
- **Section B)** A Medical Practitioner completes this section.
- **NOTE** that if any of the answers in section B are "yes" **OR** the individual is on medication, blood pressure is not within normal range, or the urinalysis is positive, a signed/dated explanation written by the appropriate medical professional, regarding the impact of the individual's health condition on the ability to care for children, must also be submitted.

15. **Felony/Misdemeanor Statement:**

- Instructions are on the form. Director shall complete the form and submit with other items listed. **Ensure** the forms are **complete; accurate; signed; and, dated.**
- 16. **Consent and Authorization for Release of Information form:**
- Instructions are on the form. Director shall complete the form and submit with other items listed. **Ensure** the forms are **complete; accurate; signed; and, dated.**

17. **Director Qualifications:** See Child Care Standards booklet, page 6 Regulations #10 and #16. **Send** copies, **not** originals of any documents.

You must submit one of the following:

A. **CURRENT QUALIFIED DIRECTORS:** If you currently hold the position of director and/or have previously qualified as director at another facility, **provide;**

- | | |
|------------------|--------------------------------|
| I. Facility name | III. Dates you were a director |
| II. Location | IV. How you qualified |

B. **NEW DIRECTORS: You must submit;**

- I. **Centers licensed for 23 or more children:** Documents' supporting the director meets the minimum education/experience (i.e. copies of High School Diploma, College Transcripts, Verification of Experience, etc.)

OR

- II. **Centers licensed for 22 or fewer children:** Directors may qualify through submission of a detailed and legible written plan for how they will obtain qualifications within the next 12 months. This plan must be approved by the Department.\

18. **Director's Self-Assessment Forms:**

- The person hired as director must complete the Director Self-Assessment. The assessment includes a DVD, information and Self-Assessment forms (3 pages) located in the Director Pre-Service Training workbook.
- **Keep** the information and DVD for future reference. Self-Assessment forms should be sent with the rest of the items in Step 2. You will be provided with a certificate of completion.

NOTE: Current Qualified Directors may replace the assessment forms with a copy of their DHHS Certificate of Completion for New Director Orientation Training.

Submit completed items **9-18** to the address listed on page two. **Submit all items together.** If any of the forms are incomplete, the packet will be returned to you.

Once all forms are received & approved, and the Department has received Fire and Health Sanitation Approvals, a Child Care Inspection Specialist will contact the director to set an appointment to conduct an on-site inspection, within thirty (30) days of their receipt of the completed packet.

If you have any questions regarding this process contact

Douglas or Sarpy County

Gina Ewing
(402) 595-3348

OR

All Other Nebraska Counties

Cindy Strufing
(402) 471-9562; 1-800-600-1289